









June 2013

Question: I'm confused about who in my local agency gets the mass emails from the state office, such as I & P-Memo notices. How do I arrange it like we want?

Answer: The State Agency (SA) uses the Staff Directory of KWIC to maintain the contact information for all WIC staff. Therefore, the SA uses the WIC Staff Directory information for all group emails. On the "Qualifications" tab of the WIC Staff Directory window in KWIC, there is a "Qualification Description" for each emailed publication, in addition to the standard qualifications and WIC titles. The appropriate qualification should be moved over for each staff member that would like to receive the information. Use the following table as a guide.

Qualification	Emailed Information/Publication
BF Newsletter	"Breastfeeding E-News"
BFPC Supervisor	Information targeted to Breastfeeding Peer Counselor Supervisor. E.g. Breastfeeding Peer Counselor budget and contract information.
Breastfeeding Coordinator	Information targeted to Breastfeeding Coordinator. E.g. Breastfeeding Resources
Breastfeeding Peer Counselor	Information targeted to Breastfeeding Peer Counseling Program.
Civil Rights Coordinator	
I & P Memos	I & P Memos
KWIC Administrator	
KWIC Helpdesk	KWIC Helpdesk emails
Local Vendor Contact	Information targeted to vendor management.
Nibbles & Bites	Nutritionist email (stopped due to state staff vacancies)
Nutrition & WIC Update	"Nutrition & WIC Update" (WIC Newsletter)
Nutrition Services Coordinator	Information targeted to Nutrition Services Coordinator. E.g. Nutrition Services Plan guidance, nutrition education resources.
Registered Dietitian	
Registered Nurse	
Vendor Newsletter	"WIC Vendor Newsletter"
WIC Coordinator	Information targeted to WIC Coordinator. E.g. Budget and contract information.









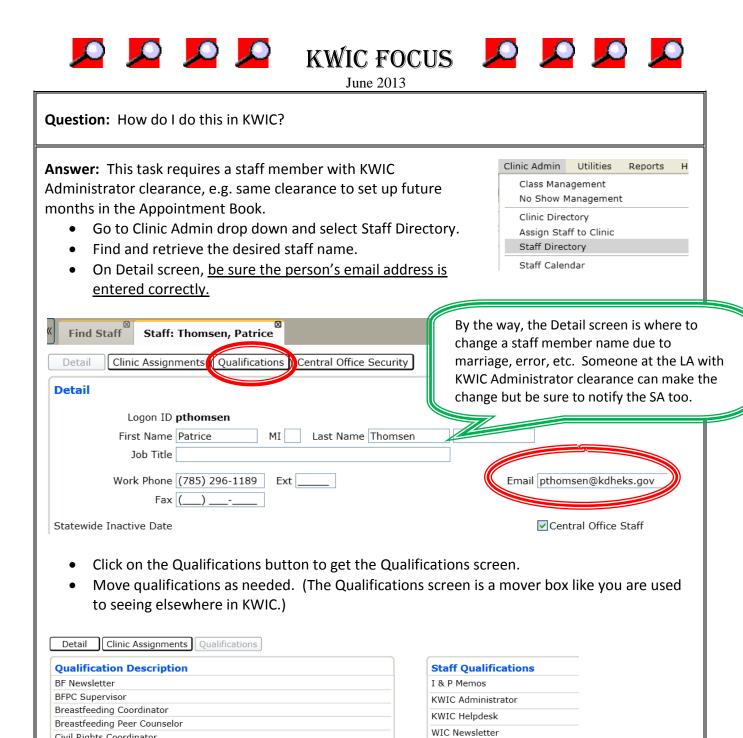
















Civil Rights Coordinator Local Vendor Contact Nibbles & Bites

Nutrition Service Coordinator Registered Dietitian Registered Nurse Vendor Newsletter WIC Coordinator















